



SHERWOOD CITY COUNCIL MEETING MINUTES

22560 SW Pine St., Sherwood, Or

Pursuant to Executive Order 20-16, this meeting was conducted electronically and live streamed at
<https://www.youtube.com/user/CityofSherwood>

September 1, 2020

WORK SESSION

1. **CALL TO ORDER:** Mayor Mays called the work session to order at 6:03 pm.
2. **COUNCIL PRESENT:** Mayor Keith Mays, Council President Tim Rosener, Councilors Doug Scott, Renee Brouse, Kim Young, Sean Garland, and Russell Griffin.
3. **STAFF PRESENT:** City Manager Joe Gall, City Attorney Josh Soper, IT Director Brad Crawford, Community Development Director Julia Hajduk, Police Chief Jeff Groth, Finance Director David Bodway, Public Works Director Craig Sheldon, HR Manager Christina Jones, Community Services Director Kristin Switzer, Library Manager Adrienne Doman Calkins, Adult Services Librarian II Crystal Garcia, and City Recorder Sylvia Murphy.

4. TOPICS

A. Diversity, Equity, and Inclusion (DEI) Efforts

Library Manager Adrienne Doman Calkins provided an update on current library services being offered during the COVID-19 pandemic and explained that the library building was closed, but the library was still providing services seven days a week. She reported that they were providing curbside pickup service of holds and were receiving roughly 300 appointments a week for pick up. She reported they were also offering printing services where those without a printer at home could pick up their prints from the library, and they were hoping to offer computer appointments soon, but that would likely have to wait for Phase II. She explained that during Phase II she hoped to allow people back into the library building on a metering basis. She stated that all of the library's programs were still offered online and they were doing online story time and online book discussions.

Ms. Doman Calkins recapped that the library had been completing diversity, equity, and inclusion (DEI) work for the past five years and introduced Adult Services Librarian II Crystal Garcia. Ms. Garcia recapped the areas of her work in DEI for the library. Ms. Doman Calkins presented the Sherwood Public Library "Our Work so far: Diversity, Equity & Inclusion" PowerPoint presentation (see record, Exhibit A) and recapped that Washington County was the most diverse county in Oregon, but Sherwood demographics did not reflect that diversity, and that the most recent statistics showed that approximately one in ten people in Sherwood was a person of color. She reported that the Sherwood Library's story times had the most diverse attendees of all of their programs and their staff-lead book groups regularly discussed issues

of race and equity. Ms. Doman Calkins referred to an email from City Manager Joe Gall regarding DEI efforts in neighboring cities (see record, Exhibit B). She explained that, "DEI work and cultural competency is a process, not a checklist, and as white people, we have a tendency to focus on the final product." She explained that equity work would never be complete and that the goals would keep moving. She reported that she and library staff were working on creating a learning culture about race and privilege and discussing institutional racism and white privilege as a part of their professional development. She explained that DEI work required that people be comfortable with ambiguity and processes that would never be complete, and when it came to measuring successes, qualitative data would be more meaningful and authentic than quantitative data. She spoke on the concept of creating mirrors and windows in library science and explained that the concept could be applied outside of the library. She explained that, "We want our collection (which is our books, movies, music and more) to both reflect, like the mirror, a diverse community so that everyone can see people like themselves represented...and represented positively by authentic voices or what we call Own Voices...We also talk about creating windows. This is especially important in a community which is predominantly white. The idea is that a diverse collection is also enriching for the majority. It creates windows we can see into to learn about other people, cultures, and identities through literature and study, ultimately building understanding, empathy and connection with our neighbors and our world." Ms. Garcia spoke on collection development practices and explained that the Sherwood Library had made an effort to diversify their adult fiction collection to include diverse voices and emerging authors from international sources. She explained that they sought out authors who were black or indigenous people of color, authors who are LGBTQ, women authors who were writing in a genre where they were underrepresented, and debut authors all of which were voices that had historically not risen in the traditional world of publishing. She explained that Own Voice authors and emerging authors were difficult to find and required the library to expand where and how they purchased materials. She provided an example of her trip to Guadalajara, Mexico to attend the Guadalajara International Book Fair to purchase materials in Spanish that were not available through traditional vendors in the US. Library Manager Adrienne Doman Calkins reviewed the Journey Map of the library's DEI work from 2015-2019 on page 6 of the presentation and explained that DEI work was integrated into everything the library did. She provided highlights of the library's DEI work on pages 7-8. She recapped in that in late 2017, the library was undergoing their first Strategic Plan where they had narrowed down the list of possible goals to address the needs of the community to six goals, with the goal of getting the list down to three goals at the next meeting. Between the two meetings, the presidential election happened and the, "culture going from Obama to Trump really shifted everybody's mindsets...and the members of the community forum said we need to talk about diversity, equity, and inclusion in everything that we do, not just a separate goal...but woven into the values and integrated into the library's work." She explained that this gave the library permission to increase their DEI work in their budget, staff time, and in their choices about priorities. Ms. Doman Calkins spoke on the various policies in the library and explained that the largest and most detailed policies was their collection development policy. She explained that the collection development policy now included their equity principles. She recommended that people attend trainings to lay the groundwork about what race is, why race matters, and what the terminology is. She commented that DEI work needed to start with leadership and include everyone and warned against delegating DEI work to their staff of color as, "they do not need that burden nor want it. There are so many trainers, outside facilitators and consultants in our region doing good work who can guide you." She recapped additional resources for starting DEI work on pages 10-13 and deeper reading recommendations on pages 15-17. Ms. Doman Calkins provided her last thoughts on DEI work and asked that Council and the City, "Embrace the fact that residents of Sherwood interact in a larger world than just these few square miles. DEI work is absolutely relevant. At this point, it stands out and can work against an organization to not be doing deep DEI work." She asked that the city publish their process for staff and the public to view and continue to update it. She commented that sharing the process openly accomplished two things, "1) it helps you

become braver in talking about DEI work and 2) it shows the community that you are trying and dedicated to improving over time.”

Councilor Garland thanked library staff for all of their DEI work and suggested that when the city moved their DEI work forward, that the Cultural Arts Commission and the Sherwood Center for the Arts be included in those discussions on ways to expand DEI work to Sherwood residents. Chief Groth commented that he felt that this discussion presented a good opportunity to create a city-wide strategy as well as various departmental strategies. He explained that he had been meeting with various people and had several ideas about how to move their DEI work forward that would fit in well with what Sherwood was trying to accomplish as a city such as engaging with people that have been marginalized, discussing different recruiting tactics, and getting more people of color involved in the police department. City Manager Gall expressed that he wished to utilize the internal expertise of the library to start at the top with department directors and staff. He referred to Forest Grove’s example of DEI work they had completed and commented that Forest Grove was similar to Sherwood in terms of size and demographics. Councilor Garland commented that he would like to see short, medium, and long-range goals to address diversity, equity, and inclusion in Sherwood. He remarked that drafting a formal statement as a city and as a council would be a good short-term goal and asked that the city engage with the school district when discussing DEI work. Library Manager Doman Calkins replied that the SHARE Center would be a good place to start if Council and the City wanted to work with the school district because they serviced lower income and marginalized families who needed extra resources. Councilor Brouse commented that she agreed with Councilor Garland and also wanted a proclamation or statement from Council. She expressed that once the City and Council started their DEI work, it needed to be intentional and ongoing. Mayor Mays asked if City Manager Gall would bring his draft of ideas to Council for feedback. Mr. Gall replied that was correct. Mayor Mays stated, “It’s important to us to definitely reflect our community and make sure everyone understands the importance that everyone brings to our community and that everyone feels comfortable, safe, and secure.” City Manager Gall explained that he planned to review how the city recruited, hired, and trained people so Sherwood could have a diverse workplace that was a reflection of the community. Councilor Young asked if the city would evaluate both what it had been doing right, what areas needed improvement, and what was the city not doing that it should. Mr. Gall replied that his plan would evaluate those things. Mayor Mays asked Chief Groth if the community was aware that the Police Advisory Board meetings were open to the public and when they would occur. Chief Groth replied that the Police Advisory Board was currently meeting virtually due to the pandemic and that people were streaming their meetings, and commented that when in-person meetings were acceptable, he would ensure that people understood that the meetings were open to the public and encouraged to attend. Councilor Garland commented that Council should review their council goals to determine how well they reflected diversity, equity, and inclusion at next year’s goal-setting work session. Councilor Young commented that she remembered discussing DEI at the Council goal-setting session in January, but did not see that discussion reflected in the final set of Council goals, and commented that specifically referencing DEI work should be included in next year’s goals. Council thanked Library staff for their presentation.

5. ADJOURN:

Mayor Mays adjourned the work session at 6:47 pm and convened a regular session.

REGULAR SESSION

1. **CALL TO ORDER:** Mayor Mays called the meeting to order at 7:03 pm.
2. **COUNCIL PRESENT:** Mayor Keith Mays, Council President Tim Rosener, Councilors Doug Scott, Renee Brouse, Kim Young, Sean Garland, and Russell Griffin.
3. **STAFF PRESENT:** City Manager Joe Gall, City Attorney Josh Soper, IT Director Brad Crawford, Community Development Director Julia Hajduk, Police Chief Jeff Groth, Finance Director David Bodway, Public Works Director Craig Sheldon, HR Manager Christina Jones, Community Services Director Kristin Switzer, Senior Planner Joy Chang, Associate Planner Eric Rutledge, and City Recorder Sylvia Murphy.

4. APPROVAL OF AGENDA:

MOTION: FROM COUNCILOR YOUNG TO APPROVE THE AGENDA. SECONDED BY COUNCILOR GRIFFIN. MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.

Mayor Mays addressed the next agenda item.

5. CONSENT AGENDA:

- A. Approval of August 18, 2020 City Council Meeting Minutes
- B. Resolution 2020-056 Appointing Brian Dorsey to the Police Advisory Board
- C. Resolution 2020-057 Authorizing the City Manager to execute a contract with OTAK to update the Sherwood Zoning and Community Development Code to implement House Bill 2001
- D. Proclamation, September as National Preparedness Month and September 1-7, 2020 as Home Inventory Week

MOTION: FROM COUNCILOR BROUSE TO ADOPT THE CONSENT AGENDA. SECONDED BY COUNCIL PRESIDENT ROSENER. MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.

Mayor Mays addressed the next agenda item.

6. CITIZEN COMMENTS:

No comments were submitted, and Mayor Mays addressed the next agenda item and asked the City Recorder to read aloud the public hearings statement. The City Recorder read aloud the public hearings statement for both ordinances.

7. PUBLIC HEARINGS:

- A. Ordinance 2020-007 Approving annexation into the City of Sherwood and Clean Water Services District of approximately 29.61 acres, comprised of 2 tax lots and adjacent SW Tonquin Avenue right-of-way within the Tonquin Employment Area (*First reading*)

Senior Planner Joy Chang presented the "Woodburn Industrial (Kerr) Annexation Case File: LU 2020-012 AN" PowerPoint presentation (see record, Exhibit C) and explained that the property was comprised of two tax lots and was located on the east side of SW Tonquin Road and was within the Tonquin Employment Area. She stated that the project site was 28.17 acres of private property and 1.44 acres of

right-of-way for a total of 29.61 acres. She reviewed the three levels of criteria on page 4 of the presentation and explained that the site was located within the Urban Growth Boundary and was contiguous to the city's boundary line. Ms. Chang stated that the applicant was also requesting annexation into the Clean Water Services District under the ORS 199.510(2)(c) provision. She reported that city staff had reviewed the Urban Services and determined that it was feasible to service the site. She stated that the site was currently within the Washington County Enhanced Sheriff's Patrol District (ESPD), but once annexed it would be withdrawn from the County ESPD and the Sherwood Police Department would serve the site. She reported that the proposal was consistent with Urban Service, Clean Water Services, and TVF&R agreements. Ms. Chang explained that the site met all of the Growth Management and Tonquin Employment Area criteria for annexation, and once the site was annexed into the city boundary, the Employment Industrial zoning would be applied to the site. She advised that based on the criteria in Senate Bill 1573 and ORS 199.510(2)(c), Metro annexation criteria, and the city's policies in the Comprehensive Plan and Tonquin Employment Area Concept Plan, staff recommended the approval of the Woodburn Industrial (Kerr) annexation petition to the City of Sherwood and Clean Water Services District. She recapped that Council could either adopt Ordinance 2020-007 with a unanimous vote at this meeting or they could hold a second reading of the proposed ordinance at the September 15th City Council meeting.

Councilor Young asked if the 2012 vote to allow for the annexations of properties in the TEA into the City was a city initiative. Mayor Mays replied that was correct. Councilor Scott asked if there was a reason why the annexation applications were being submitted under the Senate Bill 1573 provision and not by the pre-approved vote of the people and City Council action. Community Development Director Julia Hajduk replied that she felt that there was more certainty for property owners and developers to go through the known process of SB 1573 versus the city process. Applicant Tim Kerr commented that he was excited about the opportunity for annexation and explained that his contractors had already completed heavy civil grading and commented the site had received significant interest from developers. He explained that he had been working with city staff on access plans. Mayor Mays asked why the packet for each of the proposed ordinances were so large and commented the process seemed onerous to him. Senior Planner Chang replied that there was a lot of work to be completed before it was submitted to the Council and explained that the applicant was required to address all of the approval criteria in order for staff to write their findings. Community Development Director Hajduk added that because the applicant chose to come in under SB 1573, the applicant had more of a burden to demonstrate that they had met the approval criteria. Council President Rosener stated that he was excited to bring more employment land into the City of Sherwood and commented it aligned with the Council goal of economic development and bringing more jobs into Sherwood. Councilor Scott stated that because the proposed ordinance helped to address one of Council's primary goals and the annexation had been well-vetted by the community, he was in favor of voting on the proposed ordinance at this meeting. Councilor Garland commented that he was also in favor of holding a vote at this meeting. Council President Rosener asked the applicant if there was an impetus for voting on the ordinance at tonight's meeting or if it could wait for a second reading to allow for public comment. Mr. Kerr replied that he was comfortable with waiting for the second hearing, but he did have an interested party, and preferred to vote as soon as possible. Councilor Young commented that because the voters had already authorized to allow this type of annexation into the city in 2012, she was comfortable with holding a vote at this meeting.

MOTION: FROM COUNCILOR BROUSE TO READ CAPTION AND ADOPT ORDINANCE 2020-007 APPROVING ANNEXATION INTO THE CITY OF SHERWOOD AND CLEAN WATER SERVICES DISTRICT OF APPROXIMATELY 29.61 ACRES, COMPRISED OF 2 TAX LOTS AND ADJACENT SW

TONQUIN AVENUE RIGHT-OF-WAY WITHIN THE TONQUIN EMPLOYMENT AREA. SECONDED BY COUNCILOR YOUNG. MOTION PASSED 7:0. ALL MEMBERS VOTED IN FAVOR.

B. Ordinance 2020-008 Approving annexation of 10.90 acres to the City of Sherwood and 10.50 acres to Clean Water Services within the Tonquin Employment Area, comprised of one tax lot and the adjacent SW Oregon Street and SW Tonquin Road right-of-way (*First reading*)

Associate Planner Eric Rutledge presented the "Polley Annexation Case File: LU 2020-010 AN" PowerPoint presentation (see record, Exhibit D) and reported that the applicant had requested a continuance to the public hearing to a date certain. He explained that the property was located on the south side of Oregon Street and was contiguous to the city's boundary line. He stated that the property was comprised of 9.53 acres of private property and 1.37 acres of right-of-way for a total of 10.90 acres to be annexed into the City of Sherwood and 10.50 acres to be annexed into Clean Water Services. He reported that the applicant had requested a continuance to a date certain of October 6, 2020 to allow the applicant to review preliminary alternatives for street and driveway intersection locations to serve the site. Mr. Rutledge explained that the applicant was currently working with city staff to determine the access requirements for the Tonquin Employment Area, with the first step of the process being the Oregon Street Access Management Plan. He stated that based on the ongoing access management study and the applicant's request to continue the hearing, staff recommended continuing the Polley Annexation hearing to a date certain of October 6, 2020. Council agreed to honor the applicant's request to continue the hearing to a date certain of October 6, 2020.

MOTION: FROM COUNCIL PRESIDENT ROSENER TO CONTINUE THE PUBLIC HEARING FOR ORDINANCE 2020-008 TO A DATE CERTAIN OF OCTOBER 6, 2020. SECONDED BY COUNCILOR YOUNG. MOTION PASSED 7:0. ALL MEMBERS VOTED IN FAVOR.

Mayor Mays addressed the next agenda item.

8. CITY MANAGER REPORT:

City Manager Joe Gall reported that the Washington County construction projects on Sunset, Kruger, and Elwert were very close to being completed. Councilor Griffin asked if the county was still planning on adding striping to the new roundabout near the new high school. Community Development Director Hajduk replied that she would look into it. Councilor Griffin asked regarding the restriping of the roundabout on Century and additional signage. Mr. Gall replied that he planned to bring the final cost estimate for additional signage and restriping of the roundabout for Council to discuss and commented that the safety improvements would likely occur in the springtime. Public Works Director Craig Sheldon commented that the entire project needed to be looked at more before a final cost estimate could be provided as the previous estimates were not for restriping down to one lane for the entire roundabout. He explained the timeline for restriping and stated that it would be unlikely that the city could get a contractor in for restriping before the wintertime. Councilor Griffin asked Community Development Director Hajduk for a grants program update. Ms. Hajduk replied that in the Business Oregon grant, Sherwood had \$35,000 available and explained that they had received more in requests than \$35,000, but not all of the applicants were eligible. She commented she believed there to be roughly \$30,000 worth of requests. She explained that \$5,000 was not enough in funds to compel the city to advertise for more applications, and they were looking into the possibility of returning the leftover funds to the state. She reported that the federal CARES

Act grant was for \$248,000 and the city had received roughly \$180,000 worth of requests and explained that the city would advertise for a second round of applications from local businesses. Councilor Young asked how much money a business could apply to receive. Ms. Hajduk replied that for the federal CARES Act, applicants could ask for \$5,000.

Mayor Mays addressed the next agenda item.

9. COUNCIL ANNOUNCEMENTS:

Councilor Young reported she addended the Police Advisory Board meeting, where they continued their review of the Policing Policy manual. She reported she was a liaison to the YMCA Board of Managers and explained that the YMCA would soon offer learning labs to help parents and children with their distance learning. She recapped the other services provided by the YMCA. She reported that the YMCA was still providing community members with food boxes on Wednesdays and were in need of food donations.

Councilor Griffin stated that the Parks and Recreation Advisory Board would meet on the 14th. He reported that he attended the most recent open house event at the new high school.

Councilor Scott thanked the School Board for providing a tour of the new high school. He reported that the Planning Commission would hold a work session on September 8th where they would discuss Comprehensive Plan Updates and the Housing Needs Analysis. He announced that the public input the Planning Commission had received regarding public housing needs had been compiled into a set of draft policies and objectives, which they will publish online to receive further public comment and encouraged residents to provide their thoughts.

Councilor Garland reported he toured the new high school. He attended the Cultural Arts Commission meeting where they discussed their plan for the new art installment. He reported that Cultural Arts Commission member Bernie Simms had submitted his resignation from the board, and thanked Mr. Simms for his work on the Cultural Arts Commission. He asked that residents be safe and smart when planning their Labor Day holiday events and practice social distancing and use masks.

Councilor Brouse reported she toured the new high school. She gave her kudos to the Senior Center and the Sherwood Library for their efforts during the COVID-19 pandemic and thanked the volunteers who made the programs possible. She attended the Housing Advisory meeting and was a part of a subcommittee that would hold a conference for elected officials in October.

Council President Rosener reported on his tour of the new high school.


Mayor Mays reported he attended the tour of the new high school. He commented he hoped Washington County would enter Phase II reopening shortly. He urged residents to take the proper safety precautions so Washington County could enter into Phase II and get students into the school buildings. He attended a conference call with the governor and 40 other mayors. He had a conference call meeting with Catherine Harrington and other regional mayors.

10. ADJOURN:

Mayor Mays adjourned the regular session at 8:00 pm.

Attest:


Sylvia Murphy, MMC, City Recorder


Keith Mays, Mayor